

NORTH CAROLINA DEPARTMENT OF LABOR
DIVISION OF OCCUPATIONAL SAFETY AND HEALTH
BUREAU OF EDUCATION, TRAINING, AND TECHNICAL ASSISTANCE

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.


The Department of Labor and the Department of Cultural Resources agree that certain records series have minimal administrative, reference, or historical value. When the custodian of any official State records certifies to the Department of Cultural Resources that such records have no further use or value for official and administrative business and when the Department certifies that such records appear to have no further use or value for research or reference, then such records may be destroyed or otherwise disposed of by the agency having custody of them. As part of its program operations the Department of Labor agrees to establish and enforce internal policies. The policy will specify how long those records must be retained and when they must be destroyed.


E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any E-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the General Schedule for State Agency Records are not authorized to be destroyed. The

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agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED

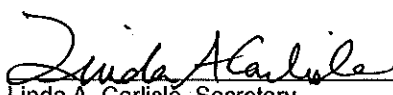

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APPROVED


Cherie K. Berry, Commissioner
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ITEM 32115. RIGHT TO KNOW OPERATIONS FILE.

Records in paper and electronic formats, including e-mail, concerning hazardous chemicals, environmental hazards, the Superfund Amendments Reauthorization Act (SARA), workplace safety, operation and enforcement of right to know laws, and other related subjects. File includes correspondence, memoranda, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy electronic records when reference value ends. Transfer paper records to the State Records Center when reference value ends. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 32116. ENVIRONMENTAL INFORMATION FILE.

Records in paper and electronic formats concerning organizations which are involved with the topics of hazardous chemicals and chemical spills. File includes reference copies of the Hazardous Waste Response Rule and HAZMAT Emergency Treatment Protocol, brochures from environmental consultants, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to the Department of Crime Control and Public Safety, Division of Emergency Management.

ITEM 32118. RIGHT-TO-KNOW LEGAL FILE.

Records in paper and electronic formats concerning organizations which are involved with the topics of hazardous chemicals and chemical spills. File includes reference copies of the Hazardous Waste Response Rule and HAZMAT Emergency Treatment Protocol, brochures from environmental consultants, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Right to Know Operations File (Item 32115).

ITEM 32123. OPERATIONS FILE.

Records in paper and electronic formats, including e-mail, concerning the operation and enforcement of right to know laws. File includes complaint letters from local fire chiefs and the general public relating to the improper handling or storage of hazardous materials, responses to these complaints, education and training seminar announcements, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Right to Know Operations File (Item 32115).

**ITEM 35296. BUREAU OF EDUCATION, TRAINING, AND TECHNICAL ASSISTANCE
REFERENCE FILE.**

Reference copies of records concerning cotton dust, industrial noise, chemicals, air quality, hazardous waste, and other related subjects. File includes newspaper and magazine articles, publications, memorandums, standards and regulations, reports, and other related records.

DISPOSITION INSTRUCTIONS: Item discontinued. Superseded by the *General Schedule for State Agency Records*.

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ITEM 35297. STANDARDS (REFERENCE) FILE.

Reference copies of Occupational Safety and Health standards and regulations in paper and electronic formats which are used to support, and provide clarification of, compliance activities. File also includes reference copies of appropriate sections of the Code of Federal Regulations.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 35298. CORRESPONDENCE AND INTERPRETATIONS FILE.

Correspondence in paper and electronic formats, including e-mail, concerning the interpretation of standards and regulations. File also includes transmittal letters.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 35310. VARIANCES FILE.

Records in paper and electronic formats, including e-mail, concerning employers' variances from occupational safety and health standards. File includes requests for variances, preliminary evaluation reports, listings of recommendations, referral letters to the U.S. Occupational Safety and Health Administration, and other related records.

DISPOSITION INSTRUCTIONS: Print electronic records, including e-mail, and interfile with related paper records. Retention of the electronic version of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office electronic versions of records which were printed and filed when reference value ends. Transfer paper records to the State Records Center after 5 years. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 36698. CORRESPONDENCE (RIGHT TO KNOW) FILE.

Correspondence and memorandums in paper and electronic formats, including e-mail, concerning right to know topics.

DISPOSITION INSTRUCTIONS: Functions and records transferred to Right to Know Operations File (Item 32115).

ITEM 45750. QUALITY SYSTEMS FILE.

Records in paper and electronic formats concerning the operation and inspection procedures of equipment and services provided by the Bureau. File includes completed forms of instructions and procedures, records generated by the bureau's Quality Assurance Program (QAP), and other related records.

DISPOSITION INSTRUCTIONS: Destroy in office when superseded or obsolete.

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ITEM 49976. PARTNERSHIPS AND ALLIANCES FILE.

Records in paper and electronic formats, including e-mail, pertaining to partnership and alliance agreements with public and private entities. File includes agreements, correspondence, legal documents, strategic plans, supplemental records, and other related records relating to the ongoing tracking of partnerships and alliances.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records when strategic plan partnership and/or alliance objectives are satisfied, whichever occurs later.

ITEM 49977. CORRESPONDENCE (PUBLIC REQUEST) FILE.

Records in paper and electronic formats, including e-mail, of public requests submitted to the Bureau of Education, Training, and Technical Assistance (ETTA) e-mail request portal on the N.C. Department of Labor website. File includes correspondence, public requests, and other related records.

DISPOSITION INSTRUCTIONS: Retention of e-mail records in this series is governed by G1 of the General Schedule for State Agency Records, which requires that e-mail be retained for 10 years pursuant to Executive Order No. 18 issued July 7, 2009 by Governor Beverly Perdue. Destroy in office paper and electronic records of those inquiries which do result in new policies or action by the bureau when superseded or obsolete if no litigation, claim, audit, or other official action involving the records has been initiated. If official action has been initiated, destroy in office after completion of action and resolution of issues involved. Destroy in office remaining paper and electronic records which do not result in new policies when reference value end.